

Department of the Navy
Naval Air Systems Command (20361-0001)
PEO for Tactical Aircraft Programs (20361-1010)
PEO for Air ASW, Assault, and Special Mission Programs (20361-1013)
DRPM for Advanced Medium Attack Aircraft (20361-1235)

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1

- 22 Jun 92

NAVAIR INSTRUCTION 5420.39
PEOTACAIR INSTRUCTION 5420.1
PEOASWASM INSTRUCTION 5420.1
DRPM(AX) INSTRUCTION 5420.1

From: Commander, Naval Air Systems Command
Program Executive Officer, Tactical Aircraft Programs
Program Executive Officer, Air Anti-Submarine Warfare,
Assault, and Special Mission Programs
Direct Reporting Program Manager For Advanced Medium
Attack Aircraft

Subj: NAVAL AIR SYSTEMS COMMAND PARKING ASSOCIATION

Encl: (1) Constitution of the Naval Air Systems Command Parking
Association
(2) Council Members and Their Terms



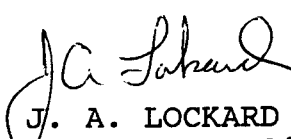

1. Purpose. To establish a representative body responsible for advising the heads of the involved activities on parking space, obtaining parking space, and managing the assignment and use of that space.
2. Scope. This instruction applies to all persons employed by or assigned to Naval Air Systems Command Headquarters, Naval Air Systems Command subordinate commands and activities, Program Executive Office for Tactical Aircraft Programs, Program Executive Office for Air ASW, Assault, and Special Mission Programs, and Direct Reporting Program for Advanced Medium Attack Aircraft whose primary, permanent job or duty sites are in the immediate vicinity of the Jefferson Plaza buildings.
3. Discussion. Getting to and from one's work place is a critical feature of job satisfaction, and, in turn, an important factor in individual productivity. For those who prefer to use a privately owned motor vehicle to commute to and from work, parking space in the vicinity of our commands is limited and expensive. Some parking is included in the Government's leases of space but it is insufficient to accommodate all who would like

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1
22 Jun 92

to use it. Privately owned parking space is available in the vicinity of our commands but its availability varies from time to time and it is expensive. Further, it is inefficient at best to require members of our commands and activities, individually, to obtain privately owned parking space when they cannot be accommodated in the Government-controlled space.

4. Establishment. In order to use Government-controlled parking space most fairly and efficiently, to maximize the amount of parking space available to members of the involved commands and activities, and to minimize wasted individual efforts, the Naval Air Systems Command Parking Association (hereafter "Association") is established. It shall operate in conformity with its constitution, enclosure (1). The persons initially appointed as members of the Association Executive Council and their terms of service are listed in enclosure (2).

5. Action. The Executive Secretary of the Executive Council shall submit the Association's by-laws for approval within 30 days of the issuance of this instruction. The Executive Secretary shall also submit a proposed parking assignment policy directive within 15 days of the approval of the by-laws.

			
J. A. COOK	D. F. CZELUSNIAK	J. A. LOCKARD	W. C. BOWES
Prog. Manager	Prog. Exec. Off.	Prog. Exec. Off.	Commander
DRPM(AX)	PEO(A)	PEO(T)	NAVAIRSYSCOM

Distribution:

FKA1A (established quantity); others 2 copies
SNDL: A1J1A; A1J1B; A1J1J; FKA1A (Deputy Commander for Acquisition and Operations, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, and Office and Division Directors); FKR6

Copy to:

SNDL: C21 (1 copy); FKA1A [AIR-00D A/L (1 copy), AIR-71232 (10 copies), AIR-71233B (40 copies), AIR-07B (5 copies)]

Stocked: NAVAIRHQ (AIR-71233B)

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1
22 Jun 92

CONSTITUTION
OF THE
NAVAL AIR SYSTEMS COMMAND PARKING ASSOCIATION

ARTICLE I - NAME

This organization shall be called the "Naval Air Systems Command Parking Association", hereinafter referred to as the Association.

ARTICLE II - PURPOSES

The purposes of the Association are:

- a. to procure parking for privately owned motor vehicles used as transportation to and from work by members of the Association;
- b. to manage, per assignment policy established by the heads of the involved commands and activities, the assignment and use of such space; and
- c. to advise the heads of the involved commands and activities on policies for the assignment of such space.

ARTICLE III - MEMBERSHIP

All persons, civilian and military, employed by or assigned to Naval Air Systems Command Headquarters, Naval Air Systems Command subordinate activities, Program Executive Office for Air ASW, Assault, and Special Mission Programs [PEO(A)], Program Executive Office for Tactical Aircraft Programs [PEO(T)], and Direct Reporting Program Manager for Advanced Medium Attack Aircraft [DRPM(AX)] whose primary, permanent job or duty sites are in the immediate vicinity of the Jefferson Plaza buildings are members of the Association.

ARTICLE IV - NATURE OF ASSOCIATION

The Association shall be operated as a nonappropriated fund instrumentality of the United States Government per applicable Departmental regulations. Now, some of the those regulations are SECNAVINST 5300.22B, SECNAVINST 5401.2, SECNAVINST 5401.3A, SECNAVINST 7000.23A, OPNAVINST 1700.7D, and NAVSO P-3520. The Association shall not be operated for profit. Charges shall be

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1

22 Jun 92

established to ensure all reasonably anticipated costs and expenses will be met but not to produce a net profit.

ARTICLE V - EXECUTIVE COUNCIL

Section 1 - Functions. The Association shall act through the Executive Council, hereinafter called "Council". The Council shall:

- a. Procure suitable parking spaces for use of the members.
- b. Assign Association-controlled parking spaces to eligible members per assignment policies approved by the heads of the involved commands and activities.
- c. Collect charges for using the parking spaces from the assigned parker.
- d. Pay required amounts to space owner/lessor.
- e. Operate a nonappropriated fund to receive and disburse funds.
- f. Serve as initial review authority for complaints regarding application of parking policies in assignment or refusal to assign parking.
- g. Solicit and receive opinions and recommendations of members of the Association as to the adequacy of parking for members of the Association, the fairness and appropriateness of parking policy, and the fairness and efficiency of the application of parking policy.
- h. Review parking policy and make recommendations regarding it to the heads of the involved commands and activities.
- i. Ensure that current parking policy is set forth in an appropriate joint NAVAIR/PEO(A)/PEO(T)/DRPM(AX) directive and available to every member of the Association.

Section 2 - Number of Members. Members of the Association shall be divided into representational groups based on the organizational placement of their job or duty site as follows: Naval Air Warfare Center Headquarters (NAWCHQ), PEO(A), PEO(T), DRPM(AX), Deputy Commander for Acquisition and Operations (AIR-

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1
22 Jun 92

01), Assistant Commander for Contracts (AIR-02), Assistant Commander for Fleet Support and Field Activity Management (AIR-04), Assistant Commander for Systems and Engineering (AIR-05), Comptroller (AIR-08), and AIRHQ. AIRHQ representational group shall be comprised of people assigned to the immediate offices of Commander, Vice Commander, and Deputy Commander, Naval Air Systems Command, and to the offices reporting to Vice Commander and Assistant Commander for Corporate Operations, Naval Air Systems Command. AIR-01, AIR-02, AIR-04, AIR-05, AIR-08, and AIRHQ representational groups shall each provide 2 members plus 1 additional member for each 150 people or fraction thereof by which the total number of people assigned to that representational group exceeds 300 to serve as Council members. NAWCHQ, PEO(A), PEO(T), and DRPM(AX) are not required to but may nominate members for service on the Council. The number of Council members from representational groups not required to nominate Council members may not exceed the number determined according to the formula used by representational groups required to nominate Council members.

Section 3 - Manner and Basis for Appointing Members. Council members shall be appointed from among Association members whose duty assignment is in the representational group that the member will represent. Members shall be appointed by Vice Commander, Naval Air Systems Command, upon the recommendation of the senior member of the representational group concerned. Representational groups not required to provide members of the Council may elect or change their election as to whether and how many members will represent them only in conjunction with the initial and regular, i.e., January, appointment processes. Members of the Association who are not, at the time of consideration for appointment, using Association-managed parking space are eligible to be appointed as members of the Council. Their appointment is encouraged to ensure the Council is representative of the membership of the Association. There is no restriction on reappointment of a member.

Section 4 - Term of Office

a. Appointments Incident to Establishment of Council. The terms of appointments incident to establishment shall be as follows: the terms of one third of the members shall expire on the last day of the first month of December occurring after their appointment; the terms of a second one third of the members shall expire on the last day of the second month of December occurring after their appointment; and the terms of the final one third of the members shall expire on the last day of the third month of

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1

22 Jun 92

December occurring after their appointment. The assignment of members appointed incident to establishment of the Association to one or another of the three term lengths rests in the sole discretion of Vice Commander, Naval Air Systems Command.

b. Regular Appointments. Each member shall be appointed for a term of 2 years. Each term shall begin on the first of January.

c. Vacancy Appointments. In the event of a vacancy occurring before the end of a term, a person shall be appointed to fill the vacancy. Such vacancy appointment shall be for the remainder of the term of the member who vacated the position.

ARTICLE VI - EXECUTIVE SECRETARY

Section 1 - Duties. The Executive Secretary shall exercise executive control over the Association and Council, be the direct representative of Commander, Naval Air Systems Command, and perform the duties required of Fund Manager set forth in applicable regulations, e. g., NAVSO P-3520, paragraph 300.4.

Section 2 - Selection. The Executive Secretary shall be appointed by Commander, Naval Air Systems Command, from among the members of the Council.

Section 3 - Term of Office. The term of office for Executive Secretary shall coincide with the term of office of the member appointed to serve as Executive Secretary.

ARTICLE VII - OTHER OFFICERS

The Council may provide in the By-Laws for such other officers as it deems appropriate.

ARTICLE VIII - BY-LAWS

The Council may, with concurrence of a majority of the Council members, adopt such by-laws as are helpful in carrying out its duties. No by-law is effective unless expressly approved by Commander, Naval Air Systems Command. By-laws shall be written and readily available to all members of the Association. The Council's operating procedures shall be included among the by-laws. Operating procedures are subject to the following conditions and limitations:

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1
22 Jun 92

a. Each Council member shall be principally responsible for performing the Council's functions as to one of the representational groups.

b. Copies of the minutes of each meeting of the Council shall be provided to the Vice Commander, Naval Air Systems Command, Assistant Commander for Corporate Operations, Naval Air Systems Command, and the senior member of each representational group not having a member on the Council within 5 working days of the adjournment of the meeting.

c. Appeals from or challenges to the action of the Council or one of its members shall be made in writing and may be acted on by not less than one half of the Council members. Ordinarily, the Executive Secretary will be among the Council members acting on an appeal or challenge.

d. A member of the Association has no right to be represented by counsel in connection with making a challenge or appeal.

e. No Council member may participate in the Council's action on a challenge to or appeal from his or her own action.

f. A copy of an appeal or challenge shall be submitted to Vice Commander, Naval Air Systems Command, upon its receipt by the Council, and a summary of the action taken on it submitted to the Vice Commander, Naval Air Systems Command, Assistant Commander for Corporate Operations, Naval Air Systems Command, PEO(T), PEO(A), and DRPM(AX) within 5 working days following the Council taking its action.

g. Decisions of the Council on appeals and challenges may be appealed to Commander, Naval Air Systems Command, for final determination upon the recommendation of the Vice Commander, Naval Air Systems Command, Assistant Commander for Corporate Operations, or the senior member of the representational group to which the appellant belongs. Ordinarily, appeals to Commander, Naval Air Systems Command, will be determined solely on the written record of the matter.

h. Meetings of the Council shall be open to members of the Association except for good reason approved by Commander, Naval Air Systems Command.

i. No meeting of the Council may be held unless its occurrence has been publicized at least 1 week in advance of its

NAVAIRINST 5420.39
PEOTACAIRINST 5420.1
PEOASWASMINST 5420.1
DRPM(AX)INST 5420.1
22 Jun 92

occurrence in the AIRLOG except for good reason approved by Vice Commander, Naval Air Systems Command, or Assistant Commander for Corporate Operations, Naval Air Systems Command.

PARKING COUNCIL MEMBERSHIP

21-Jul-92

YEAR	AIR-GROUP	NAME	CODE	PHONE
1993	AIR-01	GLORIA CRESSMAN (PEOT)	PMA-242P	692-7560
1992	AIR-01	DON POBST	AIR-1004A	692-7865
1993	AIR-01	CATHY ALPHIN	PMA-2481C	692-1745
1994	AIR-01	CAPT TOM DAVIS	AIR-01B	692-2281
1992	AIR-02	SUE VAN HORN	AIR-21411L	692-4247
1992	AIR-02	FRANK FISHER	AIR-21712	692-1263
1994	AIR-04	JOHN BARANOWSKI	AIR-4106A	692-1170
1993	AIR-04	AVCM RON CLAICH	AIR-41122F	692-7071
1993	AIR-04	DORIS BOHANNON	AIR-417	692-2128
1993	AIR-04	BRUCE DOUBLEDAY	AIR-418A	692-1202
1992	AIR-05	CAPT W.L. NORRIS	AIR-05B	692-3828
1994	AIR-05	HAROLD J. GUIDRY	AIR-53032	692-3642
1993	AIR-05	SCOTT CRAGG	AIR-5116D1	746-1150
1992	AIR-05	REGINA TOURVILLE	AIR-546D2B1	692-7161
1993	AIR-05	LILLIAN WILKINSON	AIR-5002T1	692-3061
1992	AIR-05	NED LOCKE	AIR-05Q	692-3068
1994	AIR-05	WILLIAM SEEMAN	AIR-52411B	692-7725
1994	AIR-05	JOSEPH THOMA	AIR-52413C	692-7738
1994	AIR-08	JUDITH FYKES	AIR-8031A1	692-3060
1992	AIR-08	FRANCES ASHLEY	AIR-8041B2	746-2538
1994	AIR-00/09/07	DIANE BURROWS	AIR-7101B	746-3745
1992	AIR-00/09/07	ANTHONY HARRIS	AIR-7104A	746-3746
NA	ADVISORY	MAGGIE HUTCHISON	AIR-07B	746-3713
NA	ADVISORY	AUDREY DARDEN	AIR-00C	692-7931/2
NA	ADVISORY	KIM HARP	AIR-710B (NAF)	746-3744
NA	ADVISORY	CAPT COYLE	AIR-09J (JAG)	692-5555
NA	ADVISORY	ELLA MERRITT	NAWC-21B (ADA)	746-7730 X2235